

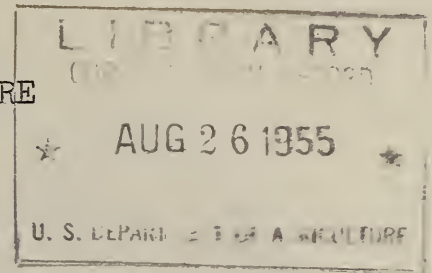
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
ANIMAL DISEASE ERADICATION BRANCH  
WASHINGTON 25, D. C.



July 6, 1955

ADE BRANCH MEMORANDUM 508.36

To : All ADE Field Activities Stations  
From : R. W. Morgan, Administrative Officer  
Subject: Revised Form ADE 8-32 (5-55)

I PURPOSE

This memorandum is to provide the necessary instructions for the use of the subject form.

II GENERAL

Beginning July 1, 1955, the Budget and Fiscal Division of ARS will be operating in part from Regional Business Offices. This, necessarily, must effect some changes in the business operations of this Branch. One immediate change involves the transmitting of indemnity claims (ADE 1-23) for fiscal year 1956 with Form ADE 1-31 to the appropriate Regional Business Office rather than through this office. There is certain information on Form ADE 1-31 which is necessary for our reports. We have, therefore, revised Form ADE 8-32 to provide us with the needed information.

III FORM PREPARATION

The new form has a dual purpose. One, the form will continue to furnish the total Federal Liability on account of indemnity claims. This is precisely the same procedure presently used for submitting the monthly ADE 8-32. In addition, the information required under the various column headings in the body of the new form should be the totals of each ADE 1-31 transmitted during the reporting period. The revised ADE 8-32 (5-55) is then a summary of all indemnity claims transmitted to the ARS Regional Business Offices.

IV METHOD OF REPORTING

An ADE 8-32 (5-55) should be submitted each month, beginning July, 1955, for each allotment and type of claim for fiscal year 1956. We would like to stress the importance of furnishing the estimated amount of Federal indemnity for claims not transmitted during the month. Once a pending obligation has been established, an ADE 8-32 (5-55) should be submitted each month until the obligation is liquidated. Separate reports should be submitted for Tuberculosis, Brucellosis, Vesicular Exanthema, and Scrapie.

V SUPPLY OF NEW FORM

There is transmitted herewith one pad of Form ADE 8-32 (5-55) , for immediate use. The present supply of Form ADE 8-32 should be destroyed. This initial supply may be replenished in the usual manner.

VI SPECIAL NOTICE

The stations will continue to attach carbon copies of ADE 1-31 transmitted during the reporting period to the ADE 8-32 (5-55) until otherwise notified by this office.

Enclosure

*R. W. Morgan*